

# Korea International School

## Faculty Absence Form

### 2011-12

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**This form should be submitted directly to the principal. Any leave requested by a faculty member that is not classified as “sick” or “personal” requires a form that can only be obtained from the director’s Assistant, and must be submitted to the Director for approval.**

\_\_\_\_\_ requests an absence on the following date/s: \_\_\_\_\_  
 (Name: please print) (Date/s of absence)

for the following reason. (Please check appropriate box) :

Qtr Day		Half Day		Full Day(s)	
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☐ **Sick Leave**

**Room #** \_\_\_\_\_

☐ **Personal Leave**

☐ **Conference and Trainings - 1day or less (Non-deduct)** \_\_\_\_\_  
 (Name of Training)

☐ **Sports / Activities (Non-deduct)** \_\_\_\_\_  
 (Name of Activity)

Signature \_\_\_\_\_  
 (Employee)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
 (Principal)

Date \_\_\_\_\_

Signature \_\_\_\_\_  
 (Sub Coordinator)

Date \_\_\_\_\_

Principal signature does not necessarily signify approval of your leave. Please do not make definitive plans (e.g. airplane bookings) until you hear that the leave has been approved by the sub-coordinator.

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Pease circle the blocks you will be missing per day. If multiple days are taken, please add them as needed.

\_\_\_\_\_ A B C D E F G  
 Date

Room # for club(s) : \_\_\_\_\_

\_\_\_\_\_ A B C D E F G  
 Date

Room # for Advisory : \_\_\_\_\_

\_\_\_\_\_ A B C D E F G  
 Date

Room # for KIS Reads : \_\_\_\_\_